

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE LIBRARY COMMISSION**

**1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, April 11, 2011 at the El Retiro Library.

**2. ROLL CALL**

Present: Commissioners Perkins, Ravine, Sargent, Wasserman\*,  
Wengrow\*, and Chairperson Stapleton.

Absent: Commissioner Ross.

Also Present: Acting City Librarian Theyer,  
Acting Principal Librarian Deleget,  
Supervising Librarian Ujimori, and  
Acting Youth Services Librarian Spradlin.

\* Commissioner Wasserman arrived at 7:13 p.m.

\* Commissioner Wengrow arrived at 7:15 p.m.

**MOTION:** Commissioner Ravine moved to grant Commissioner Ross an excused absence for the April 11, 2011 Commission meeting. Commissioner Sargent seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Sargent led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Perkins moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5a. MINUTES OF MARCH 14, 2011 LIBRARY COMMISSION MEETING**

**MOTION:** Commissioner Sargent moved for the approval of the March 14, 2011 meeting minutes as submitted. Commissioner Ravine seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Ross).

**6. NEW BUSINESS**

**6A. FRIENDS OF THE TORRANCE LIBRARY UPDATE**

Acting City Librarian Theyer announced a spring hardback book sale on April 29-30, 2011.

**6B. YOUTH COUNCIL UPDATE**

No report.

**6C. EL RETIRO LIBRARY REPORT**

Supervising Librarian Ujimori welcomed Commissioners and provided an update of branch activities since the Commission's last visit. She noted that a written report was included in agenda material. She discussed staffing changes, the branch's collection, and adult programming that includes a book group, lei making, and Kusudama origami. She stated that she and Acting Youth Services Librarian Spradlin completed Torrance University and that she and Acting Principal Librarian Deleget participated in an area disaster exercise. She pointed out new public work stations, work room furniture, and a new young adult paperback rack. She expressed appreciation for partnerships with Riviera Garden Club and Hollywood Riviera Sportsman's Club. She completed her presentation with a wish list that includes lighted signage at the entrance to enhance visibility.

Acting Youth Services Librarian Spradlin, referring to his report in agenda materials, discussed challenges due to the library's unique location. He provided information about the branch's very popular story time for toddlers and after school programs of literary and cultural interest that include an annual Chinese New Year program and Ice Skating in the Library. He distributed postcards announcing the Summer Reading Program. He discussed outreach with local schools, class visits, and the relocation and expansion of the well-circulated teen collection.

Acting City Librarian Theyer was pleased to announce that Burt Dobratz donated an additional \$1,000 for easy readers on April 11, 2011 in memory of his wife May.

Acting Principal Librarian Deleget provided circulation statistics for March 2011: adult audio-visual: 1,600; adult general books: 1,600; juvenile audio-visual: 512; and juvenile general books: 2,000.

Commissioner Wasserman expressed appreciation for the written reports.

Responding to Commissioner Ravine's inquiry, Acting Youth Services Librarian Spradlin stated that weeding materials before the renovation has kept them from running out of space.

**7. OLD BUSINESS**

**7A. LIBRARY LEGISLATIVE DAY**

Acting City Librarian Theyer reported that Library Legislative Day in Sacramento is scheduled for May 18, 2011 and Commissioner Ravine volunteered to represent the Commission at the event.

**7B. OUTREACH EVENTS REPORT AND UPCOMING OUTREACH EVENTS**

Commissioner Sargent stated that assisting at the March 26 Environmental Fair at Madrona Marsh was a rewarding experience. She stated that she also attended an

interesting candidate's forum for the Congress position and contacted Seaside and Riviera homeowners associations (HOAs).

Commissioner Ravine stated that he enjoyed participating at the Environmental Fair, that it was well attended, and that there were many e-notification signups. He also attended the Walteria book discussion group and Storytelling Slam at Henderson Library. He offered to put together a bulletin to send out to all HOAs for their newsletters. He stated that he contacted Delthorne and Southwood HOAs, and that he plans to make a presentation at the June 6 Southwood HOA meeting. Acting City Librarian Theyer offered to provide talking points and handouts and Commissioner Wengrow volunteered to go with him.

Commissioner Wengrow stated that she had an opportunity to visit the Katy Geissert Library on a Sunday as well as North Torrance Library.

Referring to his supplemental written report, Commissioner Wasserman discussed his outreach activities at the Torrance Education Foundation dinner, "Zamperini Day" at Torrance High School on March 31, the first downtown Torrance Farmers' Market on March 31, Los Angeles County Law Library, and contacts to North Torrance, Southwood, Southeast Torrance, and West Torrance HOAs. He noted that West Torrance HOA has invited a Commissioner to speak briefly at their May 16 meeting; Commissioner Wengrow offered to attend. He announced a State of the Chamber luncheon on April 19, "Movies in the Park" on June 25, July 30, and August 27, and "Concert in the Park" on August 7.

Chairperson Stapleton shared information about her outreach activities at the March 26 Environmental Fair, Pancake Breakfast on April 2, and Pediatric Therapy Network Resource Fair on April 9. She stated that she had an opportunity to speak with and provide Library materials to Bobbi Buescher, Assemblymember Betsy Butler's field representative. She noted that Madrona HOA is not meeting regularly but she would e-mail the Library Monthly Calendar of Events to the president for distribution to members.

Acting Principal Librarian Deleget added that the Pediatric Therapy Network Resource Fair was not well attended; however, they were able to receive 12 Library card applications.

Acting City Librarian Theyer announced upcoming events: YMCA Healthy Kids Day at the Torrance/South Bay YMCA on April 16, Old Torrance Block Party on May 1, and Summer Reading Program promotion at Torrance Certified Farmers' Market on June 4. Commissioner Sargent and Chairperson Stapleton volunteered to assist at the YMCA, Commissioners Wasserman and Sargent at the Block Party, and Commissioner Sargent at Farmers' Market.

## **7C. CALIFORNIA BUDGET REPORT**

Acting City Librarian Theyer noted that she had no updates since her written report was prepared. She briefly discussed the City's 2011-2013 budget update and announced budget hearings on June 7 and 14, 2011.

**7D. PART-TIME EMPLOYEE RECOGNITION BREAKFAST**

Commissioners discussed the Commission budget and whether the Commission should continue to host the Part-time Employee Recognition breakfast as part-time employees are now being honored by the City's General Employee Recognition luncheon.

Acting City Librarian Theyer stated that six part-time employees would be honored, relayed Commissioner Ross' offer to arrange catering and gift cards, and noted that the Library Meeting Room is available on June 8, 2011 but that Chairperson Stapleton would not be able to attend on that date. Commissioner Wasserman and Chairperson Stapleton noted that they both have relatives who are part-time employees.

**MOTION:** Commissioner Wengrow, seconded by Commissioner Sargent, moved for the Commission to host the Part-time Employee Recognition breakfast this year. Commissioner Wasserman and Chairperson Stapleton abstained; the motion failed (absent Commissioner Ross).

It was decided to continue discussion to the May 9, 2011 Commission meeting and Acting City Librarian Theyer offered to check availability of the Library Meeting Room on other dates in June.

**8. COMMISSION LIAISON REPORTS**

**8A. TORRANCE PUBLIC LIBRARY FOUNDATION**

No report.

**8B. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)**

Commissioner Ravine reported that he and Acting City Librarian Theyer attended the Administrative Council meeting two weeks ago and discussion centered on the State budget and impacts to regional library systems.

**8C. EDUCATION AND SCHOOL RELATIONS**

Commissioner Sargent reported that she attended the memorial service for former Superintendent Lloyd Jones.

**9. MONTHLY DIVISION REPORT**

**9A.** Acting City Librarian Theyer noted that the Monthly Division Report for March 2011 was included in agenda packets.

**9B.** Acting City Librarian Theyer regretfully informed Commissioners of the passing of Library Assistant II Rhea Edelman.

**9C.** Acting City Librarian Theyer distributed the Daily Breeze front-page article regarding the digitization of the Torrance Herald and City directories.

**9D.** Acting City Librarian Theyer showed the Summer Reading Program T-shirts and provided ordering information.

**10. ORAL COMMUNICATIONS**

**10A.** Commissioner Sargent distributed information about a “Miracle of Living” lecture on April 20, 2011 and stated that she enjoyed attending the Youth Council Craft Fair.

**10B.** Commissioner Wasserman stated that, as a patron, on numerous occasions and locations he has found Library staff to be courteous and professional.

**11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the May 2011 Library Commission meeting agenda were listed and include: Friends, Youth Council, Southeast Library report, Part-time Employee Recognition Breakfast, Foundation, SCLC, Education and School Relations, Commission Annual Report, California and City budget reports, and outreach reports.

**12. ADJOURNMENT**

**MOTION:** At 9:16 p.m., Commissioner Sargent moved to adjourn the meeting to Monday, May 9, 2011 at the Southeast Library, 23115 South Arlington Avenue at 7:00 p.m. Commissioner Perkins seconded the motion and, hearing no objection, Chairperson Stapleton so ordered.

Approved as Amended May 9, 2011 s/ Sue Herbers, City Clerk
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